

<b>Standard:</b> <i>Course Preparation Checklist</i>	
<b>Issue Date:</b> May 5, 2000	<b>Standard ID:</b> <i>S-TR-020</i>
<b>Supersedes:</b> October 8, 1999	<b>Rev/Change</b> 2.0

1. **Purpose:** To guide the instructor or assistant in preparing for a course.
2. **Creating Procedures:**  
P-TR-010 - Conducting a Course
3. **Contents:**  
This is a checklist of things to be considered when getting ready to teach a course.
4. **Format:**  
Following Page
5. **Notes:** N/A

**Course Preparation Checklist**

Course Name: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_  
 Course Date: \_\_\_\_\_

Requested

Completed

Schedule a facility	_____
Schedule Instructor	_____
Set of presentation material (i.e. transparencies, PowerPoint files)	_____
Sets of Trainee Notes	_____
Sets of Exercises	_____
Sets of Exercise solutions	_____
Sets of Final Test	_____
Sets Critiques	_____
Sets SAIC Non-Disclosure Forms	_____
Roster Sheet	_____
Blank transparencies	_____
Set of colored transparency pens	_____
Overhead Projector or LCD Projector	_____
Back-up file of training slides	_____
TV and VCR	_____
Breakfasts, Lunches, Dinners, Snacks (circle one or more)	_____
Company credit card or check (to pay for meals)	_____
Reminder email to trainees concerning location, course time, Expected preparation prior to class.	_____
Trainee course completion certificates	_____
Trainee Name Place Cards	_____

**Point of Contact:**

Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

[S-TR-020](#)